

**Request For Conviction/Criminal History Record**

Name: \_\_\_\_\_  
(Please Print) (First) (Middle) (Last)

Social Security Number: \_\_\_\_\_

Date of birth\*: \_\_\_\_\_ Place of birth\*: \_\_\_\_\_ (County and State, or Country)

DL# \_\_\_\_\_ State: \_\_\_\_\_

Height\*: \_\_\_\_\_ Weight\*: \_\_\_\_\_ Hair color\*: \_\_\_\_\_ Eye color\*: \_\_\_\_\_ Race\*: \_\_\_\_\_

\*Used for identification only, not required.

Other names used and dates of use (including maiden name): 1. \_\_\_\_\_

2. \_\_\_\_\_ 3. \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give details (date, crime, location). \_\_\_\_\_

Note: Disclosure of convictions does not automatically disqualify you for employment.

Current address: \_\_\_\_\_  
Number, Street, Apartment # (if any), City, State, Zip Code

Previous address: \_\_\_\_\_ Dates: \_\_\_\_\_  
Number, Street, Apartment # (if any), City, State, Zip Code

List addresses, cities, states and counties of residence you have lived for the past seven years.

<u>Address</u>	<u>City</u>	<u>State</u>	<u>County</u>	<u>From</u>	<u>To</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Signature below authorizes and requests any present or former employer, school, police department, financial institution, division of motor vehicles, or other persons or agencies having personal knowledge about me to furnish bearer with any and all information in their possession regarding me, in connection with an application for employment. I give permission that a photocopy of this authorization be accepted with the same authority as the original.

Under the federal Fair Credit Reporting Act (FCRA) and other applicable state law, you have certain rights with regard to consumer reports obtained for employment purposes including, upon request, disclosure of information on you in the reporting agency's file at the time of the request, including the identification of persons who have procured a consumer report concerning you, and reasonable opportunity to respond to any information in the report that is disputed by you. The FCRA, 15 U.S.C. 1681, is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). You may have additional rights under state law. Request for disclosure of the reporting agency's file should be made in writing within a 60 day time period by certified mail to Background Investigations, Inc. P.O. Box 3366, Lynnwood, WA 98046-3366. A copy of any written reports provided to Alabama State Board of Auctioneers would be provided to you if Alabama State Board of Auctioneers intends to withdraw its offer because of something in any report. The undersigned hereby acknowledges that he/she has read or has had read to him/her the above statement and has understood it, and agrees to be bound by it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date